To: Hau, James J., Hogbergm, John E., Pellett, Donna, Nicholson, Don A., Khan, Imran I., Mullin, John W., Oberg, Marit, Metzger, Tamara, Metzger, Vicki, Hammontree, Kimberly L., Gravitt, Barry S., Hughes, D. S., Klahm, Chuck, Pajerski, E. L., Lawrence, Donald A., Killoran, P, Grout, Donald D., Henderson, D, Mirabal, Lawrence, Nygaard, Wesley V., Hunter, Brent, Karp, Zara, Lathem, Judy, LeBlanc, Nancy, Lyle, Julie, McQuilkin, Terrie, Leonard, Mike, Langford, Lisa, Matheny, Mona 2., Korczyk, Sharon, Haynes,, H. B., Gaskin, James C., Mittica, Richard A., Heath, Lu A., Gergely, Charlene, Johnson, Jeannine, Piscitelli, J, Merusi, J L., Kuruc, Nick, MacWilliams, Lori, Ogburn, M J., Hair, Kristiane J., Overfelt, Gary W., Murley, Duncan, Gesmundo, David, Omara, Pat, Lawson, D J., Mclaughlin, Andrew N., Hayner, Ken, Hammond, Matt, Hamilton, William, Gilotty, Paul, Huff, C, Moulton, G, Newby, Jo A., Heintz, H J., Lamarca, Paul, Purviance, M, Girard, Jay, Palmer, G, Mackie, Larry, Maki, Eric, Melendy, Tom, Moreland, Rob, Morris, Jim, McCleary, Neal, Noonan, R, Moser, Curt, Miskewycz, Ihor, Garrett, Brett, Ohland, Donald, Geeting, Jack, McGovern, M D., Jamison, Mark, Nutting, Mickey, Henderson, Russ, Moore, Michael, Noga, Richard, Griffiths, Dan, Hairston, H D., Majer, Stefan(Steve), Petrone, Michael(Mike) J., Loughran, Karen, Manos, Steven, Kurdzel, Mark, Peterson, N, Meyers, Sue, Hennessey, G, Mann, Donald, Musante, Toni, Holt, Art R., Parnell, Edward, Herhold, James, Key, Russell, Hill, Pratha, Mallardi, J, Jelinek, Darwin, Murphy, James, Owens, Dave, Ochoa, Dora, McAllister, Ken, MacDonald, W, Pullin, Clint, Powell, Larry, Hudson, John, Herlihy, James, Kingcade, James, Gohn, Lonny, Keen, Randall, Groll, A P., Perez, F J., Norris, H A., Goranson, L, Meyers, Scott, Hymas, Chase, Pecsi, Stacy, Miyares, E H., Pagane, Susan, Pope, Douglas, Lord, Thomas, McHugh, Michael, Maney, F, James, Douglas, Myers, Keith, McMahon, Todd, Pearson, Barbara, Liming, Dwight, Iaconetti, F, Mullen, Robert, Murphy, Robert, Moss, Elissa, Hull, Jeff, Peterson, T, Mitchell, Greg, Grossberg, S, Parnell, David, Miller, Michael, Germanos, J, Hansen, Erling, Goring, Mark, Mason, Jean, Hamilton, Brian, Palmer, Dave, Perry, James, Kelley, B, Gibbons, Doug, Milder, Michael, Oguin, John, Mealhow, Brett, Karapasha, Vera, Letourne, Paul, Leonard, Michal K., Nelson, DAVID A., Norman, Brady, Hylton, Keith, Keller, Neil, Naranjo, John, Nowinski, J, Payne, Jennifer, Jackson, A, Gann, Luther D., Keeney, David, Jurgensen, Kurt T., Payne, Scott, Moss, Mike J., Laughman, Dennis T., Lee, Terry A., George, Janice M., McCurdy, David D., Leduc, Terrence A., Larsen, Marcia K., Idso, Sheldon S., Hansen, Glenn J., Kleweno, Carol A., Mushatt, Art L., Metcalf, Ralph E., Osgood, Scott J., Klein, John F., Leonard, John M., Kight, Earl, Mota, Dinarte P., Kavanagh, John P., Minnich, Sara, Kilburg, Kathy A., King, Andrew, Gambardella, Mark R., Neer, Samra, Hicks, Derek, Napp, Ralph V., Johnson, Jim T., Lintzenich, Jack D., Hightower, Dennis, Gross, Frank R., Pelton, Larry, Merlino, P R., Gillis, Edward R., Martel, Tom, Garlington, Robby R., Kuchem, John G., Jandes, Jeffrey K., Guaneri, James, Hilliard, R H., Gant, Deborah S., Macias, Eddie, Moore, Travis, Kerigan, John J., Goins, Greg W., Lenehan, Edward T., Pontes, Augie A., Pedersen, Jeffrey L., Hatmaker, Darlene, Jones, Maryann K., Mash, Dawn M., Ganschaw, Ellen F., Martin, Michael, Lieberman, Marlene, Nash, Pamela, Karambelas, Sam R., Noggle, Kathy, Green, Tina, Norris, Cathy, Herget, Timothy, Nelson, Angela, Garrison, Dean, Pendy, Chris, Parr, Doris, Knoll, Don, Gillespie, Tim E., Harbaugh, Larry W., James, Alan R., Mennis, Sheryl L., Owens, Kim M., Orourke, Rory, Goodman, Mark, Macleod, Stephen, Minner, Chris, Lanterna, Skip, Hirsch, Mark, Hansrote, Frank, Odom, Tom, Howard, Carol, Myers, Linda, Irwin, Kristin, Haisch, E Gene, Hartman, Thomas, Lombardo, Christine, Grimes, Toya M., Lopez, Rodolfo A., Norby, Jacqueline E., Peterson, Anita, McClure, Michael, McPartlan, Amy, Natale, Fray, Oconnor, Lori, Mcilroy, Anne, Peckham, Karen, Ivey, Jack, Huff, Claudia, Peters, Mary Lou, Oerther, Denise, Jacques, Mike R., Loftin, Jerry R., Lennon, Audrey, Metz, Gail A., Kershow, Nannette S., Kane, R F., Provencher, Linda M., Maguire, Amy E., Puri, Gail, Martin, Merrill, Goudreault, Tom, Mann, Suzanne, Norwood, Debby, Mulanix, Thomas, Poole, Edward, McFadin, Val, Lankford, R, Moore, Derrill, Lindsay, Timothy, Gilman, Donald, Hoskins, Alphonso, Noah, Bill, Patterson, Anna, Kinser, Trish
DDA:MSMAIL=RJRWS/RJRPO2/HOLBROK; O=RJREM; P=WSX400; A=RJR; C=US
DDA:MSMAIL=RJRWS/RJRPO4/OBRIENJ; O=RJREM; P=WSX400; A=RJR; C=US
DDA:MSMAIL=RJRWS/RJRPO9/OBRIENW; O=RJREM; P=WSX400; A=RJR; C=US
DDA:MSMAIL=RJRWS/RJRPO2/ODELLJ; O=RJREM; P=WSX400; A=RJR; C=US
DDA:MSMAIL=RJRWS/RJRPO4/OLEARYS; O=RJREM; P=WSX400; A=RJR; C=US
DDA:MSMAIL=RJRWS/RJRPO2/ONEILLM; O=RJREM; P=WSX400; A=RJR; C=US

From: Martin, Marvin
Posted: 1/28/96 15:10
Opened: 1/29/96 15:10
Subject: E-Mail Policy & Retention Processes

51861 4820

Our Company's utilization of electronic mail systems as a mechanism to both enhance communication and facilitate business activities has significantly increased in the past 14 months. This increased reliance has highlighted the need to provide guidelines concerning the appropriate use, practices, and procedures for E-Mail. In addition, as you are aware, litigation requirements have extended the normal business retention of information regardless of media (paper, electronic,

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etc.) in some areas of the Company.

The following attachments contain not only information on the efficient use of our systems but also provides a cost-effective manner to address, where appropriate, the extended retention of electronic mail documents required by litigation.

Marvin R. Martin
Vice President
Information Resources

Attachments

51861 4821

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